



Department of
Veterans Affairs

VACANCY ANNOUNCEMENT

STATION 549	ADDRESS (City, State and ZIP Code) VA North Texas Health Care System 4500 South Lancaster Road Dallas, Texas 75216	AREA OF PROMOTION CONSIDERATION Central Texas Veterans Health Care System (CTVHCS) South Texas Veterans Health Care System (STVHCS) VA North Texas Health Care System (VANTHCS)		
ANNOUNCEMENT NUMBER 06-05B-129	POSITION TITLE Program Analyst	SERIES AND GRADE GS-343-9 or GS-11, Target 12 or GS-12	NO. OF POSITIONS 1	PROMOTION POTENTIAL TO GS-12
OPENING DATE 09/11/06	LOCATION Veterans Integrated Service Network (VISN) 17 2301 E. Lamar Blvd. Arlington, TX	SALARY RANGE GS- 9: \$44,432 - \$57,767 GS-11: \$53,759 - \$69,891 GS-12: \$64,434 - \$83,760		
CLOSING DATE 09/25/06	FOR INFORMATION CONTACT Judy Wilson Supv Human Resources Specialist 214-857-1694	HOURS OF WORK 8:00 am-4:30 pm		
NOTE: This announcement is a solicitation for applications from current VA employees for competitive promotion consideration. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointing authorities such as those for disabled veterans, veterans recruitment appointment (VRA) eligibles, severely handicapped individuals, etc.				
NOTE: Selection does not guarantee promotion to the intervening grade, if applicable, or to the target grade. Candidate selected may be promoted to the intervening grade if applicable, and to the target grade without further competition when all legal and regulatory requirements have been met. Promotion is also dependent upon incumbent's demonstration of the ability to perform the duties of the intervening grade, if applicable, and to the higher grade to satisfaction of the supervisor and the availability of work at the higher level.				
NOTE: Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.				
NOTE: Performance Based Interviewing (PBI) may be used. For information on the basics of PBI visit the PBI website at www.va.gov/pbi .				
EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration regardless of race, color, age, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, or non-disqualifying physical handicap. For more information regarding the No FEAR Act Regulations, refer to Title 5 Code of Federal Regulations (CFR 724).				
DRUG TESTING: All applicants tentatively selected for VA employment (in a testing designated position) are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.				
NOTE: If you are selected for this position, you may be required to undergo a physical examination.				
NOTE: Relocation expenses not authorized				
NOTE: Relocation bonus not authorized.				

PLEASE NOTE CHANGES IN "HOW TO APPLY"

DUTIES: The incumbent serves as a statistical consultant for the VISN 17 Quality Management Program. You will perform a variety of administrative, analytical, and financial functions in developing, integrating, and implementing the Program's policies, and requirements. Provides staff support to the program's Quality Management Office; interprets and presents clinical and financial data gained from various federal and non-federal sources. You will perform in-depth analysis to evaluate, verify and validate data retrieved from VA and National databases to identify trends and opportunities for improvement in support of organizational goals and priorities by exploring alternative methods for gaining information. You will work with Quality Management Officers, councils, committees, task forces, and other teams in developing personalized information systems to enhance operations or program functions; develops programs to appropriately manipulate narrative, quantitative, or graphical data on a personal computer; prepares various reports and reporting formats to effectively assess organizational-wide progress toward established goals. You will attend meetings and present prepared analytical briefings, exhibits, charts, reports and other narrative and statistical material relevant to the program's objectives; monitors tracks and ensures completeness of Office of Inspector (OIG) Hotline Cases; tracks and trends Tort Claims through reports provided by the Office of Regional Counsel; populates national databases with VISN 17 data; acquires, analyzes, complies, consolidates, reviews, and edits information relevant to improvement, quality, veteran satisfaction, and value of healthcare for the VA system.

QUALIFICATIONS: Responses to the KSAO's listed below will be a primary source for determining qualifications. Applicants must have one year of specialized experience as follows:

- GS-9: One year of specialized experience equivalent to a GS-7.
- GS-11: One year of specialized experience equivalent to a GS-9.
- GS-12: One year of specialized experience equivalent to a GS-11.

SPECIALIZED EXPERIENCE is experience that provided the particular knowledge, skills, and abilities to perform successfully the work of the position, and work that is typically in or related to the position to be filled.

TIME-IN-GRADE requirements must be met by the closing date.

GS-9: Applicants must have at least 52 weeks of service at the GS-7 level.

GS-11: Applicants must have at least 52 weeks of service at the GS-9 level.

GS-12: Applicants must have at least 52 weeks of service at the GS-11 level.

EVALUATION CRITERIA: The evaluation of candidates shall be based on the candidate's experience, education, training, awards, appraisals, self-development activities, etc., which are present in the candidate's application package. Each applicant who meets the basic qualifications will be rated against the following knowledges, skills, and abilities, and other characteristics (KSAO's) listed below. Failure to submit your narrative response to each of the KSAO's may negatively affect your eligibility and/or rating for this position.

1. Knowledge of statistical analysis methods and techniques.
2. Ability to use VA and commercial software applications to gather, correlate, compile and analyze data (e.g. Austin DPC KLFMENU, TSO, Proclarity etc.) downloaded from a variety of resources including the VHA Information System Technology Architecture (VISTA) and the Allocation Resource Center.
3. Knowledge of VA cost and workload reporting systems, such as the Cost Distribution (CDR) and Decision Support Systems (DSS) and VA and VHA resources VHA Support Service Center (VSSC) and Office of Quality and Performance (OQP).
4. Knowledge of VHA Clinical Quality Management programs, ECF Performance Measures and Monitors, and the strategic planning process.
5. Ability to design and conduct comprehensive management studies, interpret results and provide appropriate recommendations to key management.
6. Knowledge of VA and VHA directives, policies and procedures related to data security and privacy.

HOW TO APPLY: Applicants must submit a complete and current OF-612, "Optional Application for Federal Employment" or resume. If you are submitting a resume it must include the following information:

- A. Announcement Number, Position Title, Pay Plan, Occupational Series and Grade.
- B. Full legal name and complete mailing address
- C. Daytime, as well as evening telephone numbers, including area code.
- D. Country of Citizenship
- E. Social Security Number
- F. For experiences most relevant to the position, include name and address of employer, job title, starting and ending dates (month and year), average hours worked per week, supervisor's name and telephone number, and a description of your duties. If the position is (was) with the Federal government, state the series and grade or pay level. Indicate if we may contact your current supervisor.
- G. Highest Federal Civilian grade held, along with the position title, occupational series and dates held.
- H. For all colleges/universities attended, provide name, location and dates of attendance. Specify type and date of degree awarded, if any.
- I. Description of training, honors, awards, recognition, license or certification relevant to the position.

If you choose to submit a resume you are certifying that, to the best of your knowledge and belief, all of the information on and attached to the resume is true, correct, complete and made in good faith. You are certifying that you understand that false or fraudulent information on or attached to the resume may be grounds for not hiring you or for firing you after you begin work and may be punishable by fine or imprisonment. You are also certifying that you understand that any information given may be investigated.

HOW TO APPLY: All applicants must submit an OF-612 or resume; VAF-4676a, Employee Supplemental Qualifications Statement addressing the KSAOs; VAF-4667b, Supervisory Appraisal of Employee for Promotion addressing the KSAOs; current SF-50, Notification of Personnel Action with grade, step and salary information; and a copy of your most current Performance Appraisal. Application packages must be received on or before the closing date of the announcement. Application packages should be sent to VA North Texas Health Care System, HRMS/05B, 4500 South Lancaster Road, Dallas, TX 75216.